



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for SENIOR HUMAN RESOURCES ANALYST

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Senior Human Resources Analyst. The Court is recruiting for a Senior Human Resources Analyst who can operate in a changing environment and build effective working relationships with Court staff. The Senior Human Resources Analyst reports to the Human Resources Manager and serves as a specialist in the fields of Workers Compensation, Return to Work, Americans with Disability Act (ADA), Reasonable Accommodations for Court employees and the public, Ergonomics and Safety. The Senior Human Resources Analyst will work closely with the Payroll unit when employees are placed on State Disability Leave (SDI), medical leave of absence, California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA). The Senior Human Resources Analyst will provide professional advice and assistance to court management and act as a facilitator between the Court, the employee, other agencies and the public.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). This position has been designated as confidential and the incumbent serves "at will."

SALARY: **\$2,399.20 - \$2,916.00 biweekly**
\$5,218.00 – \$6,342.00 monthly

LAST DAY TO APPLY: **Friday, April 21, 2006 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by the Senior Human Resources Analyst include but are not limited to:

- Advise managers, supervisors and employees on personnel policies, regulations, labor agreements, laws regarding workers compensation, return to work program, Americans with Disability Act (ADA), ergonomics, safety, paid and unpaid leave programs, California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA).
- Assist managers and supervisors to resolve employee health and safety issues.
- Ensure compliance with state and federal laws.
- Assist in the development of personnel policies and regulations, work processes and procedures in regards to workers compensation, reasonable accommodations, return to work, ergonomics and safety, California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA).
- Train and provide guidance to professional and support staff.
- Assist Human Resources Manager to research, plan, develop and implement new programs and services.
- Represents the Court in meetings with Workers Compensation third party vendor, Workers' Compensation Appeals Board and other legal entities.
- Assist employees ergonomically in their individual workstations.
- Act as Safety Coordinator for the Court.

MINIMUM QUALIFICATIONS:

Either I

Experience: Two (2) years of experience in the class of Human Resources Analyst or comparable class in Government Service.

Or II

Education: Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, labor relations or closely related field.

And

Experience: Three (3) years of progressively responsible and difficult professional experience in human resources work. Completion of a master's degree in a closely related field from an accredited college or university may substitute for one (1) year of the experience requirement.

Knowledge of:

Principles of public sector human resources administration; principles and methods of position classification, examination development, job analysis and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge and abilities; principles and techniques of job analysis, position classification and examination construction; methods of presenting training material to groups'; methods for obtaining and evaluating salary and total compensation data; basic uses of information systems as a tool in the performance of human resources functions; principles of employee selection; basic statistical methods used in selection and other human resources programs; communication skills and techniques used for gathering, evaluating and transmitting information; techniques for interviewing, counseling and instructing, and facilitating group discussions; principles and practices of establishing comparability, collecting and comparing salary data and benefit information, statistical sampling and analysis, and the structural, internal and market influences affecting wage determinations; concepts, instructional methods, training aids and materials necessary for developing, implementing and evaluating training programs; methodology for determining reliability and validity of written, oral and performance tests; methods for developing and evaluating special employment programs; interviewing practices, application forms and other screening and examining techniques; test construction, analysis and evaluation; federal, state and local legislation and major court decisions pertaining to equal employment opportunity and affirmative action programs; socio-economic, language and cultural barriers affecting minorities, women and disadvantaged segments of the community; preparation and presentation of oral and written technical reports and research projects; principles and practices of administering contracts with employee organizations, processing grievances and dealing with disciplinary matters; principles of supervision and training.

Ability to:

Understand, interpret and apply human resources laws, rules, regulations, standards and procedures; interpret and apply equal opportunity laws, and provisions of contracts, ordinances, and negotiated agreements and other regulations or policies relating to human resources; identify and describe problems; analyze, compare, prioritize and evaluate complex data; develop and evaluate alternative solutions, and identify consequences of decisions and recommendations; present data clearly and concisely, orally and in writing, to convey concepts and/or conclusions; prepare technical reports and research; speak effectively to groups; meet time deadlines; work under pressure and deal with emotional and/or confrontational situations; exercise independent judgment and initiative; perform difficult and complex professional human resources work; collect and evaluate data; define and select alternatives; draw conclusions; formulate recommendations and project consequences of recommendations; train and provide project direction to other professional, technical and paraprofessional staff; develop, administer, analyze and evaluate tests for a variety of occupations; speak and write effectively; plan and coordinate major projects; use information systems as a tool in the performance of human resources work; secure cooperation of operating officials in accepting and carrying out sound human resources management practices; function under stressful conditions and in emotional and/or confrontational situations requiring instructing, persuading and motivating people; operate a variety of office equipment such as computers, scanners, copiers, faxes, etc.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience applying the laws and regulations of a workers compensation program and return to work program.
- Knowledge and experience with the Americans with Disability Act (ADA), California Family Rights Act (CFRA), Family Medical Leave Act (FMLA) and Reasonable Accommodations.
- Knowledge and experience working with employees on ergonomic issues.
- Knowledge and experience working with Safety programs.

OTHER REQUIREMENTS:

The incumbent will be expected to travel to other Court facilities within Sacramento County and, on approval, occasionally travel to conferences, workshops and seminars at various locations within the state or out of state.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, April 21, 2006** (*or until filled*). Applications received by the final filing date of April 21, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to a panel interview. The interview may consist of written and/or oral questions.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Senior Human Resources Analyst position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, April 21, 2006** (*or until filled*). Applications received by the final filing date of April 21, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

SENIOR HUMAN RESOURCES ANALYST SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response.

1. Please describe the type and length of experience and education you have in the following areas:
 - Workers Compensation
 - Americans with Disability Act (ADA) and Reasonable Accommodations.
 - Return to Work Program
 - Ergonomics
 - Family/Medical Leave Act
 - Legal Compliance (e.g. ADA, CFRA, EEOC, FMLA)
 - Safety Program
2. Please explain your experience conducting a return to work program.
3. Please explain how you have implemented legal compliance with ADA reasonable accommodations for employees and the public.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Vision Plan The Court pays for the cost of employee and dependent vision care.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.